

**DEPARTMENT OF SAFETY AND HOMELAND SECURITY**  
**COMMERICAL DRIVER'S LICENSE DIRECTOR**  
**Executive Service**

**Job Overview**

Under direction from the Assistant Commissioner of Driver Services, is performing work of considerable difficulty in support of Commercial Driver Testing Program, Commercial Driver License grants, Court Clerk Outreach, Hazardous Material certifications, Medical Certifications and other assigned duties or projects and performs related work as required. Directs the Commercial Driver License Division insuring day to day operations are run efficiently and effectively.

**Distinguishing Features**

The employee in this class assists in planning, organizing, and directing the activities of the Commercial Driver License Division. Employees in this class have a major impact on complex policy development, implementation and evaluation, financial and budgetary control, organization and staffing, and planning activities in their respective agency. Work involves assisting in directing the Cooperative Driver Testing Program, Commercial Driver License grant writing and administration, and Court Clerk Outreach program. This class reports to the Assistant Commissioner of Driver Services.

**Examples of Duties and Responsibilities**

1. Responsible for writing new grant applications.
2. Responsible for administering existing grants including approving monthly voucher claims, timely quarterly reporting, extending existing grants and closure of exhausted grants.
3. Works with other departments to communicate available grant funds in order to improve the operational capability of the Commercial Driver License Division.
4. Works with Federal Motor Carrier Safety Administration (FMCSA) to maintain a positive working relationship and open communication.
5. Responsible for administering and maintaining the Commercial Driver Testing Program.
6. Responsible for updating existing database, upgrading and implementing systems to manage growth and scope of the program.

7. Has overall management responsibility for the preparation and maintenance of a very large volume of complex records and reports.
8. Responsible for the assignment, training, supervision, and evaluation of subordinate staff and their work; makes recommendations and decisions on human resource actions relating to employment, retention, promotion, demotion, transfer, and other human resource actions.
9. Directs the activities of the Commercial Driver License Division and makes decisions on the merit of recommendations intended to effect improvements in economy, efficiency, and quality in these areas.
10. Responsible for the electronic reporting of Commercial Driver License skills tests. Maintains and manages records and test scores in CSTIMS( Commercial Skills Test Information Management System). Conducts periodic check of records to ensure reliability.
11. Responsible for organizing presentation materials, working with other departments to develop presentation material and securing meeting space if needed. Conducts annual training for third party testers.
12. Maintain a good working relationship with Administrative Offices of the Courts(AOC) in order to communicate current and new laws rules and regulations.

Resume and cover letter should be forwarded to:

Shanna Mooney, Driver Services 1150 Foster Ave, Nashville, TN 37243  
OR  
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